



# Director of State Courts Wisconsin Court Interpreter Training and Certification Program 2005 Schedule

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The Wisconsin Director of State Courts Office announces its 2005 program schedule for court interpreter training and testing.

## 2005 ORIENTATION TRAINING & CURRICULUM

Location	Date	Application & Fee Due Date
Wausau	April 1 (Fri) & April 2 (Sat)	March 18
Appleton	June 17 (Fri) & June 18 (Sat)	June 3
Madison	October 14 (Fri) & October 15 (Sat)	September 30
Milwaukee	November 4 (Fri) & November 5 (Sat)	October 21

This program covers the fundamentals of court interpreting. It is designed to give participants an overview of the needs and expectations of the court, with emphasis on ethical conduct, legal terminology, court procedure, and basic legal interpreting skills. It includes small group practice exercises to develop interpreter skills. It is appropriate for both foreign language and sign language interpreters. A sample agenda and application form are enclosed. You must be at least 18 years to attend orientation trainings.

Attending the orientation is the first requirement towards certification. Certification is conferred only after a candidate passes the written test, passes the oral certification exam, and meets the character and fitness requirements established by the Director of State Courts office, which includes completion of a criminal background check.

## FEE

The registration fee for attending our two-day training is **\$130 per person**. This fee includes a training manual, lunch and refreshments for both days. Participants are responsible for arranging their own lodging and transportation. Please mail the **orientation application form** and a \$130 check payable to **Wisconsin Supreme Court** to the address below. You will receive training materials and other logistical information in the mail approximately one week before the training.

Complete fee refunds are allowed as long as you notify our office in writing at least **2 weeks** prior to the training date. All other exceptions will be determined on an individual basis.

## COURT INTERPRETER ROSTER

The Director of State Courts maintains a roster of trained interpreters available to work in the courts. This roster is used by state and municipal courts, attorneys, law enforcement agencies, private attorneys, and others who need interpreters with legal training. To be listed on the roster you must: 1) Attend and complete the two-day orientation; 2) Take the written English portion and score at a minimum level; 3) Sign an oath form to be filed with the office of the Director of State Courts; 4) Meet the character and fitness requirements set by the Director of State Courts; and 5) Keep a current address on file with the Director of State Courts. If you are an interpreter of American Sign Language (ASL), in order to appear on the roster, you must possess Registry of Interpreters for the Deaf (RID) or National Association of the Deaf (NAD) certification, in addition to the requirements listed above. (You may contact our office for more details regarding this issue).

## WRITTEN TEST

Generally, the written test is offered approximately 4-6 weeks after the training. It consists of four parts: 1) multiple-choice general English proficiency; 2) interpreter code of ethics; 3) legal terminology; and 4) written

translation exercise.

You must attend orientation training before signing up for the written test. All four parts of the written test will be offered in 2005 at the following locations:

LOCATION	DATE & TIME
Madison	Friday, February 11 (12:30 pm-5:00 pm)
Wausau	Friday, May 6 (12:30 pm-5:00 pm)
Appleton	Friday, July 15 (8:30 am-1:00 pm)
Madison	Friday, November 11 (12:30 pm-5:00 pm)
Milwaukee	Friday, December 2 (8:30 am-1:00 pm)

Please mail the **written test application** form and a \$25 check payable to **Wisconsin Supreme Court** to the address listed below.

### **ORAL CERTIFICATION TEST**

The oral certification test was developed by the National Center for State Courts and is the most important criterion for becoming a certified court interpreter. In order to be eligible to take this test, you must have attended the orientation program, scored at least 70% on parts 1, 2, 3 and passed part 4 translation portion. The fee for taking this exam is \$150. This oral exam consists of three sections: Sight Translation, Consecutive, and Simultaneous. The complete exam takes one hour and is not offered in all languages. Please view the NCSC (National Center for State Courts) website for the list of test languages at: [http://www.ncsconline.org/wc/publications/Res\\_Ctlnte\\_ConsortCertTestsPub.pdf](http://www.ncsconline.org/wc/publications/Res_Ctlnte_ConsortCertTestsPub.pdf). You may sign up for the oral test either by calling or emailing us. Slots are held on a first come first serve basis.

All three sections of the oral test will be offered in 2005 on the following dates:

Location	Date & Time
Madison	Tues., April 12 & Weds, April 13 (8:30 am-4:30 pm)
Madison	Tues., July 12 & Weds., July 13 (8:30 am-4:30 pm)
Madison	Tues., November 16 & Weds., November 17 (8:30 am-4:30 pm)

### **ADVANCED LANGUAGE TRAINING FOR SPANISH AND HMONG**

In 2005, we will offer advanced training for Spanish and Hmong speakers. Advanced training is intensive language skill preparation designed to assist interpreters in preparing for the written or oral exams or to serve as continuing education for interpreters who are already certified.

Location	Eligibility	Fee	Date
Madison	Spanish provisional level interpreters	\$100	TBA
Madison	Spanish certified interpreters	\$75	TBA
Madison	Hmong all levels	\$100	TBA

We will mail all eligible interpreters the information and application as the dates approach.

### **INFORMATION ON THE WEB**

More information on the Wisconsin Court Interpreter Training Program is found on the court's website, <http://wicourts.gov/services/interpreter/index.htm>. This website includes the code of ethics for interpreters working in the Wisconsin courts, links to training materials and the court interpreter handbook.

### **CONTACT INFORMATION:**

Famy Filipiak: Tel. 608-266-8513; Email: [famy.filipiak@wicourts.gov](mailto:famy.filipiak@wicourts.gov); Wisconsin Court Interpreter Program Office of Court Operations, 110 East Main St., Suite 410, Madison, WI 53703 Fax: 608-267-0911

# Application for the Wisconsin Court Interpreter Orientation

Please type or print legibly. All information on the form must be complete.

## I. Personal Information

Mr./Ms. (Circle) First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Address: \_\_\_\_\_

City

State

Zip Code

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Cellular Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Agency (If applicable): \_\_\_\_\_

Language(s) you interpret in: \_\_\_\_\_

Date of Birth (this information is required): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Mo. Day Year

Judicial districts in which you are willing to work (see map last page): \_\_\_\_\_

## II. Training Location and Date

Which training location would you like to attend?

☐ \*I request a vegetarian meal

☐ Madison, Oct. 14-15

☐ Appleton, June 17-18

☐ Wausau, April 1-2

☐ Milwaukee, Nov. 4-5

## III. Interpretation Experience

In order to tailor our orientation program to serve your specific needs, please provide us with the following assessment information. Please check all that apply.

1. How often do you interpret? ☐ Never or rarely ☐ Occasionally ☐ At least once a month  
☐ At least once a week ☐ Almost every day

2. In what kind of setting? ☐ Court/Law Office ☐ Police Station ☐ Hospital/Clinic  
☐ School ☐ Business ☐ Social Services  
☐ Conference ☐ Other

3. What type of interpretation? ☐ Simultaneous ☐ Consecutive ☐ Sight Translation

4. For whom? ☐ Individual ☐ Group

### III. Education

1. Please list the name(s) of school(s) you have attended starting with high school.

Name of School	Location	Beginning and End Date	Area of Study or Degree

2. Please list other relevant trainings/certificates/licenses.


### V. General Questions

1. Why are you interested in attending the court interpreter orientation program?

2. Why are you interested in working as a court interpreter?

3. Do you anticipate working for the Wisconsin courts on a regular basis?

Please return this form to: Wisconsin Court Interpreter Program, Office of Court Operations,  
110 East Main Street, Suite 410, Madison, WI 53703  
Fax 608-267-0911 Telephone: 608-266-8513  
Email: [famy.filipiak@wicourts.gov](mailto:famy.filipiak@wicourts.gov)

*The Wisconsin Court System will provide reasonable accommodations  
to qualified applicants with disabilities who request them.*

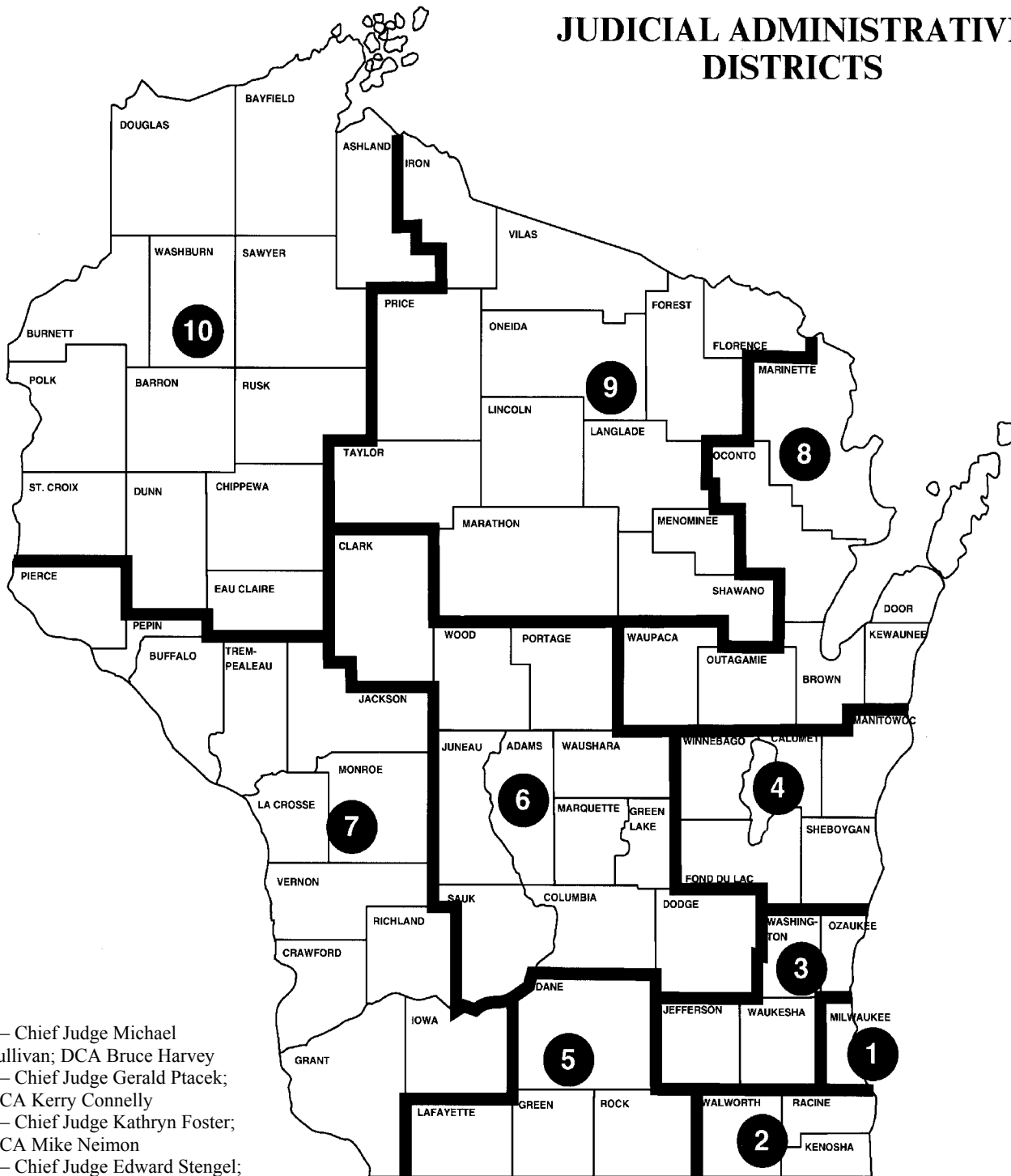


# Wisconsin Court Interpreter Orientation Training

## Sample 2005 Agenda

Day One	Day Two
8:30 Registration	8:30 Registration
9:00 Welcome Program learning goals Overview of the court system	9:00 Criminal terminology & procedure
10:00 Interpreter's role in the courtroom Code of ethics for court interpreters	10:30 <i>Break</i>
12:00 <i>Lunch</i>	10:45 Small group skills practice Simultaneous interpreting
1:00 Small group discussions Ethics and good practices	12:00 <i>Lunch</i>
2:30 <i>Break</i>	12:45 Small group skills practice Consecutive interpreting
2:45 Skills needed for court interpreting Modes of interpretation Consecutive interpretation Simultaneous interpretation Sight translation Demonstration of interpreting modes Resources for further study	2:00 <i>Break</i>
3:45 Small group skills practice Sight translation	2:15 Juvenile, family, CHIPS terminology
5:00 Adjourn for the day	3:45 Court interpreter roster requirements Certification process Business practices for interpreters Model voir dire of interpreter qualifications
	4:30 Adjourn
	11/30/04

# JUDICIAL ADMINISTRATIVE DISTRICTS



- 1 – Chief Judge Michael Sullivan; DCA Bruce Harvey
- 2 – Chief Judge Gerald Ptacek; DCA Kerry Connelly
- 3 – Chief Judge Kathryn Foster; DCA Mike Neimon
- 4 – Chief Judge Edward Stengel; DCA Jerry Lang
- 5 – Chief Judge Michael Nowakowski; DCA Gail Richardson
- 6 – Chief Judge James Evenson
- 7 – Chief Judge Michael Rosborough; DCA Pat Brummond
- 8 – Chief Judge Joseph Troy; DCA Kathleen Murphy
- 9 – Chief Judge Dorothy Bain; DCA Scott Johnson
- 10 – Chief Judge Edward Brunner; DCA Gregg Moore